

**BLET ADVISORY GROUP
MEETING MINUTES
July 12, 2019
North Carolina Justice Academy
Edneyville, NC**

Jennifer Fisher called the meeting to order at 10:01 am and thanked everyone for attending the July 12, 2019, BLET Advisory Group meeting. Leann Supko conducted a formal roll call. A quorum was present. Jennifer Fisher recognized guests in attendance and asked that they introduced themselves.

Members Present:

Len Condry, Coastal Carolina Community College
Jon Gregory, Wake Technical Community College
Randy Shepherd, Guilford County Sheriffs' Office
Richard Tullis, Asheville Police Department
Sammy Turner, Brunswick County Sheriffs' Office
Aaron Vassey, Cleveland Community College
Steve Warren, Western Piedmont Community College
Lee Bailey, Rockingham Police Department (Representing Billy Kelly)

Members Absent:

Rick Barney, Craven Community College
Shane Manuel, North Carolina State Highway Patrol

Ex-Officio Members Present:

Marie Evitt, North Carolina Department of Justice
Michelle Schilling, CJ Standards Division (Teleconference)

Ex-Officio Members Absent:

Steve Combs, CJ Standards Division
Charminique Williams, CJ Standards Division
Autumn Hanna, CJ Standards Division
Chris Scott, Sheriffs' Standards Division
Diane Konopka, Sheriffs' Standards Division

Staff Present:

Jennifer Fisher, North Carolina Justice Academy
Leann Supko, North Carolina Justice Academy
Laurie Austen, North Carolina Justice Academy
Trevor Allen, North Carolina Justice Academy (Teleconference)

Guests Present:

Dan Grossi, North Carolina Justice Academy
Rick Eades, Brunswick County Sheriffs' Office
Andrea Hyson, North Carolina Community College System

Chris Verdeck, Alamance Community College
Chris Humphrey, Charlotte-Mecklenburg Police Department
Sam Orlov, Charlotte-Mecklenburg Police Department
Nelson Bowling, Charlotte-Mecklenburg Police Department
Steve Brochu, Charlotte-Mecklenburg Police Department

OLD BUSINESS

- Approval of April 12, 2019 meeting minutes
Members were afforded an opportunity to review the minutes from the April 12, 2019 meeting. Len Condry made the **motion** to accept the minutes. Sammy Turner **seconded**. No further discussion. **Motion carried.**
- Lesson Plan Revision Updates
Jennifer Fisher discussed upcoming revisions that will be ready for approval at the next Advisory Group meeting.
 - Physical Fitness
The revisions discussed at the last meeting would constitute an administrative code change. It was decided by the Advisory Group to combine the discussed revision recommendations with the results of the Job Task Analysis. Michelle Schilling offered an update stating recommendations from the Job Task Analysis for course curriculum changes are expected to be at the North Carolina Justice Academy in early November 2019.
 - Juvenile Law and Procedures
“Raise the Age” laws will become effective December 1, 2019. This lesson plan was approved at the last meeting and will be effective January 1, 2020.
 - Criminal Investigations
Jennifer Fisher reminded the group that the new practical exercises and required equipment will be effective January 1, 2020.
 - Subject Control Arrest Techniques
There is a concern with this block of instruction regarding references. Revisions include updating references and revising material in accordance with resources. These revisions will be presented at the next meeting.
 - Communication Skills for Law Enforcement Officers
Previously, in this block of instruction, an optional implicit association test is conducted. Upcoming proposed revisions include replacing the optional test with a written learning activity to be presented at the next Advisory Group Meeting.
 - Techniques of Traffic Law Enforcement

Minor revisions to this block of instruction on the consent of vehicle searches are in progress. In areas where instruction is vague, revisions will offer clear and concise information on the consent of vehicle searches.

- **Practical Exercises**
Revisions will include revisiting and adding verbiage in the instructor lesson plan/instructor notes to require retaining practical exercise forms as part of the student records. These revisions will be presented in several lesson plans at the next meeting.
- **Fingerprinting and Photographing Arrestee**
The group discussed concerns of what determines “satisfactory” or “unsatisfactory” for the practical exercise in this block of instruction. Marie Evitt suggested receiving information from the North Carolina State Bureau of Investigation (SBI) on fingerprinting standards. Marie Evitt further suggested tabling the issue until receiving information from the SBI lab on what considers fingerprinting/photographing as “satisfactory.” Jennifer Fisher stated she would follow up with the SBI and present those standards at the next meeting.
- **ABC Laws and Procedures**
The group discussed what determines “satisfactory” or “unsatisfactory” for the practical exercise in this block of instruction. The group's suggestion was to speak to the North Carolina State Highway Patrol for useful criteria/standards to be presented at the next meeting. Jennifer Fisher will follow-up and present those standards at the next meeting.
- **Training Objectives**
Jennifer Fisher notified the group on the process of converting training objectives to measurable objectives, which impacts every lesson plan. Before the next meeting, the Advisory Group will receive a review disk with a folder for “Training Objectives Only” in addition to a folder for “Proposed Revisions” on it that she briefly spoke about last meeting.
- **Practical Exercise Scoring Rubric**
Laurie Austen presented the rubric from Oregon. The rubric is used in all Oregon’s Police Basic Training practical exercises and primarily measures behaviors in numerical fashion from a zero-two. The rubric provides an overall comprehensive update on the following categories of trainees behavior: Legal, Safety, Situationally Appropriate Communication, Engagement (Grit), and Response to Feedback. Laurie Austen requested that the Advisory Group consider this evaluation tool when making revisions to the curriculum based on the Job Task Analysis.

NEW BUSINESS

- **Field Force Operations PER-200**

Charlotte-Mecklenburg Police Department made a presentation of historical aspects of civil disobedience and unrest in North Carolina with lessons learned. They agreed to collaborate with the North Carolina Justice Academy to review the Crowd Management block of instruction, particularly raising the criteria to a national standard. It was presented to consider increasing the training hours from 12 to 16 hours to account for additional practical exercises and content on societal trends.
- **Safety Instructions—Practical Exercises**

Jon Gregory brought up concerns that not every practical exercise has safety instructions. Currently, only the practical exercises that contain role-playing have safety instructions. The group proposed including safety rules within the body of the lesson plan itself in the following blocks of instruction: Subject Control Arrest Techniques, Physical Fitness, Sheriff's Responsibilities: Court Duties, and Firearms. Jennifer Fisher will work on this and report back at the next meeting.
- **Student Attendance**

Michelle Schilling requested feedback from the Advisory Group on the required course attendance of BLET. The recommendation from the Advisory Group to Michelle Schilling for considerations by the CJ Commission is that students can miss up to 5% of the total amount of hours but can miss up to 10% with proper documentation and valid reasoning for absences. If the student misses more than 5%, but less than 10%, instructors shall request valid documentation for absences from the student.
- **Student Audit Checklist**

Michelle Schilling presented the revised Student Audit Checklist and asked for feedback from the group. Len Condry proposed adding lines to the Criminal Records section. Michelle Schilling added two more lines in response. Aaron Vassey asked for clarification on the Safety Briefing Forms areas of "completion" and "signature" sections. Michelle Schilling will change all stated areas to "completed" for consistency on the form.
- **DCI Arrest Report**

The group further discussed moving the DCI Arrest Report practical exercise from In-Custody Transportation to the Field Note-Taking and Report Writing block of instruction. Topic tabled until the Job Task Analysis is complete.
- **Long Guns**

An inquiry was made by Chris Verdeck concerning the rifle and long gun instruction block. Michelle Schilling notified the group that in the Job Task Analysis survey, there are specific questions regarding the use of long guns that may address Chris Verdeck's inquiry. Topic tabled until the Job Task Analysis is complete.
- **Clarifications**
 - Learning Exercises

Jon Gregory requested clarification on defining “Learning Exercises” and “Practical Exercises.” The topic was tabled until the Job Task Analysis is complete.

- Deficiency
Aaron Vassey prompted discussion about deficiencies and practical exercise failures. Michelle Schilling stated that there is no definitive answer according to the CJ Commission or Administrative Code. It was discussed that additional requirements may be added to the BLET curriculum in addition to the state minimum standard requirements with the discretion of the BLET School Director. The matter was tabled until the Job Task Analysis is complete.

Division Reports

Criminal Justice Training and Standards Division Report

- 2018 Instructor Certifications:
Michelle Schilling stated there were 363 General Instructor certifications and over 140 Specialized Instructor certifications not renewed in 2018. No waivers will be granted to un-revoke those losses.
- Post Deliveries
Michelle Schilling requested instructors use their full names on the post-delivery paperwork instead of nick-names due to trouble finding people in the database.

Sheriff's Training and Standards Commission Division Report

- No Report

Department of Justice Division Report

- No Report

North Carolina Justice Academy Division Report

- No Report

Adjournment

Randy Shepherd made a **motion** to adjourn the meeting. Sammy Turner **seconded**. **Motion carried**. Meeting adjourned at 12:06 pm.

Respectfully submitted,
Leann Supko
Program Assistant
North Carolina Justice Academy

Date
July 15th, 2019